

GALVESTON COUNTY  
**Single Family Rental Assistance Program**  
722 Moody Avenue (21st Street) 6th Floor  
Galveston, TX 77550

The information collected below will be used to initiate your application under the Galveston County Single Family Rental Hurricane Ike Program.

To receive an award from the program, property must meet the following criteria:

- ☐ The rental property is not located in a target area.
- ☐ The rental property is located in Galveston County.
- ☐ The structure is a single family, duplex, or triplex.
- ☐ The property is currently vacant and has been vacant as of the release date of the Notice of Funding Availability (NOFA).
- ☐ There are no past due property tax balances on the damaged property unless the owner is current on an associated payment plan.
- ☐ If the applicant owes a child support obligation, the applicant is able to verify he/she does not have a past due balance unless the applicant can prove he/she is current on an associated payment plan.
- ☐ The Program is designed to assist owning entities that are currently valid legal entities properly authorized to conduct business in Texas and not listed on a state or Federal debarment lists.
- ☐ You must agree to maintain the property to HUD's Housing Quality Standards (and/or other program standards identified in program policies, i.e., applicable housing and building codes) and keep each unit <sup>1</sup>affordable to renters who are at or below 80% Area Median Family Income(AMFI) – for a minimum of five years. The Disaster Recovery Affordable Rental Program uses the HUD Section 8 definition of income defined at 24 CFR 570.3 (1)(i) "Annual Income" and the HUD Fair Market Rents for the jurisdiction as defined by the Section 8 Program.
- ☐ You must also agree to maintain hazard/wind/flood insurance.
- ☐ At a minimum, you must agree to the Program's 5 year Land Use Restriction Agreement (LURA). The LURA will follow the property even through transfer of ownership for the duration of the LURA.

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<sup>1</sup> Owner must agree to have rents remain affordable for persons with income levels at or below 80% of the AMFI for five years following assistance.



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**PRIMARY APPLICANT INFORMATION**

**\*Owner Entity Type:** ☐ Applicant ☐ Co-Applicant ☐ Partnership ☐ Corporation ☐ Nonprofit

(If more than 2 individual applicants, copy the page for the additional owners and attach to this application)

<b>First Name*</b>	<b>Middle Name*</b>	<b>Last Name*</b>	<b>Suffix</b>
<b>Date of Birth*</b>		<b>Social Security No.*</b>	
<b>Mailing Address 1*</b>			
<b>Mailing Address 2</b>			
<b>City*</b>	<b>County</b>	<b>State</b>	<b>Zip Code*</b>
<b>Primary Phone*</b>	<b>Work Phone</b>	<b>Other Phone</b>	<b>Email Address</b>
(     )     -	(     )     -	(     )     -	

**CO-OWNER INFORMATION** *(If more than 2 co-owners attach additional pages)*

<b>First Name*</b>	<b>Middle Name*</b>	<b>Last Name*</b>	<b>Suffix</b>
<b>Date of Birth*</b>		<b>Social Security No.*</b>	
<b>Street Address 1*</b>			
<b>Street Address 2</b>			
<b>City*</b>	<b>County</b>	<b>State</b>	<b>Zip Code*</b>
<b>Primary Phone*</b>	<b>Work Phone</b>	<b>Other Phone</b>	<b>Email Address</b>
(     )     -	(     )     -	(     )     -	



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**FOR BUSINESS ENTITIES ONLY**

<b>Organization Name</b>				
<b>Entity Type:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> General Partner <input type="checkbox"/> Individual Joint Venture <input type="checkbox"/> Publicly Owned <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Other				
<input type="checkbox"/> Minority Business Enterprise <input type="checkbox"/> Women's Business Enterprise				
<b>Federal Tax ID#</b>				
<b>Street Address 1</b>				
<b>Street Address 2</b>				
<b>City*</b>		<b>County</b>		<b>State</b>
<b>Zip Code*</b>				
<b>Primary Phone*</b>		<b>Work Phone</b>		<b>Other Phone</b>
<b>Email Address</b>				
(     )       -		(     )       -		(     )       -



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**Provide the following information on the rental property.** *(Please use a separate application form as needed for each structure to be assisted).*

**RENTAL PROPERTY INFORMATION**

**Primary Property Address**

<b>House Number</b>	<b>Street Name</b>	<b>Unit Number</b>	
<b>City</b>	<b>County</b>	<b>State</b> TX	<b>Zip Code</b>
<b>What type of structure is the home?*</b>			
<input type="checkbox"/> Stick Built	<input type="checkbox"/> Manufactured (Mobile)	<b>Year Built:</b> _____	
<input type="checkbox"/> Modular	<input type="checkbox"/> Other: _____	<b>Square Foot:</b> _____	
<b>Current Bedrooms:</b> _____			
<b>What type of property is the home?*</b>			
<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex	<input type="checkbox"/> Triplex	
 Is the property located in Galveston County? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is the property located outside a target area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know  Is the property currently vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No  Are the property taxes paid, deferred, or current on payment plan? <input type="checkbox"/> Yes <input type="checkbox"/> No  Are you obligated to pay child support? <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes</b> , are you current on the child support obligations or on a payment plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  What is the size of the lot of the property address? _____			



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**All applications received will be scored to determine an overall ranking or prioritization based upon the following questions.**

**Please answer all questions.**

1. What is the condition of the damage property?  
☐ Vacant Lot   ☐ Habitable Structure   ☐ Uninhabitable Structure
  
2. What is the unit size preference?  
☐ 2 bedrooms   ☐ 3 bedrooms   ☐ 4 bedrooms
  
3. Is the structure within a 2-mile radius of the following? (Select all that apply)  
☐ Medical Facilities  
☐ Community Centers  
☐ Shopping  
☐ Schools
  
4. Please select the category of funds you will/will not contribute to the repair or reconstruction of the damage property?  
☐ 0% - 9%  
☐ 10% - 15%  
☐ 16% - 25%  
☐ 26% - 50%



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**APPLICANT CERTIFICATION**

I certify under penalty of perjury that the information on this application and any attachments are true to the best of my/our knowledge and it may be relied upon to provide me with disaster assistance. Damages claimed are a result of Hurricane Ike.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Applicant Signature**

\_\_\_\_\_  
**Date**



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**Required Documents List**

□ Documentation of Home Ownership

- Deed or
- Homeowner Affidavit (provided during personal consultation) **and one of the following:**
  - Current property tax receipts
  - Life Estates, transferred upon the death of another (death certificate required)
  - Probated Will\Court Order\Judgment (if ownership transferred by death, death certificate required)
  - Divorce Decree (if ownership is obtained consequent to divorce)
  - Affidavit of Heirship filed with the Appraisal District\County Clerk Office
  - Letter\receipt of sale\contract for Deed in private owner sale, county recorded.
  - Other documentation may be deemed acceptable by the Galveston County Housing Director.

□ Documentation of paid Property Taxes, Current Payment Plan, or tax deferral (County, City, School, etc).

- Documentation of a current property tax payment plan or deferment from the County and/or City Tax Assessor's Office

□ Documentation of denial or approval of Hurricane Damage claims (after September 13, 2008) from the following, if applicable and/or available.

*(If documentation cannot be provided, please provide as much information as possible at personal consultation. For example, Insurance Company name, policy numbers, claim numbers, loan numbers, etc.)*

- Homeowner Insurance
- Wind Insurance
  - Texas Windstorm Insurance Association (TWIA)
  - Private Insurance
- Flood Insurance
  - National Flood Insurance Program (NFIP)
  - Increased Cost of Compliance (ICC)
  - Private Insurance
- FEMA



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- SBA/Disaster Assistance
- USDA/Farm Home

☐ If you received funds from any of the above, provide documentation of the amount received and the amount spent on repairs by submitting, if applicable.

- Paid invoices
- Receipts for materials used on repairs
- Receipts for permitting and/or inspections

☐ Individual (if applicable)

- Current US Government Issued Photo Identification

☐ Corporation (if applicable)

- Articles of Incorporation and amendments, if any.
- Bylaws and amendments, if any.
- Borrowing Resolution contacting the following:
  1. Authority to own and operate rental property;
  2. Authority to borrow funds and execute loan documents;
  3. Name and title of officer(s) authorized to execute loan documents; and
  4. Certificate of Good Standing filed with Texas Secretary of State's Office and dated within 30 days prior to the execution of loan documents.

☐ General Partnerships (if applicable)

- Partnership Agreement and amendments, if any.
  1. Term of a partnership must be for at least the term of the loan.
  2. There must be at least two general partners.
  3. All general partners are required to sign loan documentation.
- Borrowing Resolution of corporate general partner(s). Refer to 1.C (1) through (3), above, for requirements.
- Certificate of Good Standing filed with Texas Secretary of State's Office and dated within 30 days prior to the execution of loan documents.



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□ Limited Partnerships (if applicable)

- Certificate of Limited Partnership filed with Texas Secretary of State's Office.
  1. Term of the partnership must be for at least the term of the loan.
- Limited Partnership Agreement and amendments, if any.
  1. Term of the partnership must be for at least the term of the loan.
  2. All general partners are required to sign loan documents.
- Borrowing Resolution of corporate general partner(s). Refer to 1.C (1) through (3), above, for requirements.
- Certificate of Good Standing filed with Texas Secretary of State's Office and dated within 30 days prior to the execution of loan documents.

□ Limited Liability Companies (LLC)

- Articles of Organization/ Formation and amendments, if any.
- Operating Agreement/Bylaws and amendments, if any.
- Member Control Agreement (if applicable) and amendments, if any.
- Borrowing Resolution of corporate general partner(s). Refer to 1.C (1) through (3), above, for requirements.
- Certificate of Good Standing filed with Texas Secretary of State's Office and dated within 30 days prior to the execution of loan documents.

□ Non Profit (if applicable)

- U.S. Internal Revenue Service authorization of non-profit status. Enabling resolution and minutes from the board establishing the right to execute documents.
- Certified Bylaws and amendments, if any.
- Borrowing Resolution of corporate general partner(s). Refer to 1.C (1) through (3), above, for requirements.



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